

Remember!

Complete this form for all environmental incidents, non-compliances, report-only events and regulatory action for Transport for NSW (TfNSW) activities. Complete and submit this form in accordance with the TfNSW Environmental Incident Procedure. Be succinct, stick to known facts and do not make assumptions.

Event details

Project name:		(for use by project if desired)
Project delivered by: <input type="checkbox"/> TfNSW <input type="checkbox"/> Contractor (including RMCC)	Event ID #:	
Contractor name:	Report revision #:	
Region:	CM21 or Equip no.:	
Report Type:	To determine report type, refer to the definitions in the incident procedure	

Date and Time Date: _____ Time: _____ : _____ am | pm

Description
Provide a factual description of what happened during the event. Include relevant details such as:

- expected and/or known impacts
- the estimated distance to nearest environmentally sensitive areas, sensitive receivers and waterways (including drainage lines and dry watercourses)
- the activity being undertaken when the incident occurred
- community complaints or other interactions
- approval/licence/permit and the specific condition relating to non-compliance
- type of regulatory action received and associated requirements

Sketches/diagrams/photos may be referenced and appended to this report.

EXACT location of the event
(include chainage, landmarks, features, nearest cross street, etc. Maps and plans can be attached to the incident report if appropriate)

Quantity or volume of material escaped or causing event (provide an estimate if quantity unknown)

Who identified the event?

Contractor EPA officer Council
 TfNSW (env. inspection) EPA complaints line Community
 TfNSW (project team/other)
 Other

Was this a pollution incident that caused or threatened material harm to the environment? Yes No

Is there an Environment Protection Licence for the project? Yes No

▶ If Yes – was the Pollution Incident Response Management Plan implemented? Yes No

What immediate actions/control measures were taken to rectify or contain the event?

External notification

Were any of the following authorities notified?	Date	Time	Method	Notified by (name and position)
NSW Environment Protection Authority		:		
NSW Department of Planning, Industry and Environment		:		
NSW Ministry of Health		:		
Fire and Rescue NSW		:		
Heritage NSW		:		
Commonwealth Department of Agriculture, Water and the Environment		:		
NSW Department of Primary Industries (Fisheries)		:		
NSW Rural Fire Service		:		
NSW National Parks and Wildlife Service		:		
SafeWork NSW		:		
Local Government		:		
Other: _____		:		

What initial corrective action will be taken to prevent similar events recurring in the near future?

Approvals - please electronically sign this form and send on

Person making report

Name: Signature:
 Position:
 Organisation: Date:

TfNSW Safety Environment and Quality Coordinator (TfNSW Regional Maintenance and Delivery only)

Name:
 Signature: Date:

Incident classification to be completed by TfNSW Environment Manager:

Incident Classification:

Provide a classification for environmental incidents only. Refer to incident procedure for classification criteria.

Is the incident a 'Significant Incident'? (C3 - C1 incident or likely to receive penalty notice or prosecution) Yes No
 Is an investigation required? Yes No
 Was the event self-reported by the delivery team? Yes No

An event is self-reported if:
 • the project team pro-actively reports the event outside of a TfNSW environmental inspection
 • the event is identified or occurs for the first time during a TfNSW environmental inspection

An event is not self-reported if:
 • the project team should have been or were aware of the incident but had not reported it. These incidents may be identified by TfNSW, external regulators, or the community

Name: Signature:

Comments:
 Date:

Customers of Transport Shared Services are reminded of their responsibility in terms of the compliance and audit requirements for digital signatures. Transport Shared Services does not accept responsibility for this obligation and customers are advised to check the status of digital signatures with their organisation prior to proceeding.